

REVIEW SHEET - ROUTING SHEET VERSION 3/9/2022			
#	Question	IF	Cheryl, I have carefully reviewed the remote work application materials attached. I recommend disapproval for the following reason(s) based on the AFGE Remote Work Article (for AFGE bargaining unit employees) or the Remote Work Policy (for non-bargaining unit employees). Please confirm if below matches your analysis/review: [INSERT AT BEGINNING] A review has been completed on the remote work application you submitted. [INSERT AT END] After considering the criteria outlined in the AFGE/EPA Remote Work Article, I am disapproving your remote work request.
1	Is 100% of the employee's work portable?	NO	The AFGE/EPA Remote Work Article defines a Remote Work-Ready Employee as "[a]ny employee who is Telework-ready, has entirely portable work that does not routinely require in-person activities at their Official Agency Worksite, is generally not expected to report to the Official Agency Worksite, and has a Remote Work Agreement currently in effect." Pursuant to Section 8 of the AFGE/EPA Remote Work Article, employees must meet specific eligibility criteria to be considered a Remote Work-Ready Employee, including: "All of the employee's work is portable;" Portable work is defined in the AFGE/EPA Telework Article as "Work that can be performed with equal effectiveness with respect to quality, quantity, timeliness, and other aspects of accomplishing the EPA's mission at the employee's Official Agency Worksite or at an AWL. Portable work is part of the employee's regular assignments and does not involve a change in duties or the way the assignments are performed without supervisory approval." Your supervisor reports that your work is not 100% portable. Your supervisor reports "INSERT HERE THE WORDS THE SUPERVISOR USED"
2	Are the employee's duties likely to change in the future?	YES	Bud--this is not necessarily a yes or no per Cheryl, but your e-mail should flag for Cheryl to consider. Pursuant to Section 10.B. of the AFGE/EPA Remote Work Article, I must evaluate remote work eligibility, current and likely future duties, as well as likelihood of retaining remote work eligibility in the future. Your supervisor reports "INSERT HERE THE WORDS THE SUPERVISOR USED"
3	Can the employee perform all of their tasks and work assignments at least equally effectively at the remote work location (considering quality, quantity, speed, manner of performance, other factors)?	NO	Pursuant to Section 8 of the AFGE/EPA Remote Work Article, employees must meet specific eligibility criteria to be considered a Remote Work-Ready Employee, including: "Tasks or work assignments can be performed at least equally effectively at the remote work location;" Your supervisor reports "INSERT HERE THE WORDS THE SUPERVISOR USED"
4	Would approving the proposed remote work location require reassignment of current work or tasks to other staff?	YES	Pursuant to Section 8 of the AFGE/EPA Remote Work Article, employees must meet specific eligibility criteria to be considered a Remote Work-Ready Employee, including: "Approving the RWL would not require reassignment of current work or tasks to other staff;" Your supervisor reports that approving the proposed remote work location would require reassignment of current work or tasks to other staff. Your supervisor reports "INSERT HERE THE WORDS THE SUPERVISOR USED"
5	Estimate how often (per year) the employee's work requires access to in-office resources (e.g. PIV Card, IT services, GOV, field equipment, paper files, etc.)?	6 or more	Bud--Please ask follow up questions if over 6. (1) You estimated the employee would require access to in-office resources XX times per year. Please describe what type of in-office resources the employee may need. Pursuant to Section 8 of the AFGE/EPA Remote Work Article, employees must meet specific eligibility criteria to be considered a Remote Work-Ready Employee, including: "Employee's work rarely requires access to in-office resources." Your supervisor estimates that your work requires access to in-office resources XX times per year for the following "INSERT HERE THE WORDS THE SUPERVISOR USED"
6	Is employee's proposed RWL address within 50 miles of the office?		
7	If this is a renewal, please include the actual number of trips from the RWL to the EPA office during a typical year?	6 or more	TBD
8	Does the employee's RWL affect the current locality pay?	Flag for Cheryl	Bud--Flag for Cheryl's consideration in your e-mail.
9	Estimate the annual number of trips from the proposed remote work location to the EPA office per year:	6 or more	Bud--If the supervisor marked Yes to Q1. There answer here may not be consistent with their response to Q1. Please ask the supervisor to explain: 1. You indicated the work was 100% portable. However, you also estimate the employee will need to come into the office XXX per year. Please explain. 2. You indicated that the employee would come into the office XXX per year. Please describe the likely purpose of these office trips and which office the employee will be visiting?
10	Costs	Flag if really more expensive/cheaper	TBD
11	Annual transit subsidy costs at the regular work site (if applicable)	Flag if really more expensive/cheaper	TBD
12	Would approving the remote work location cause any disruptions to communications with internal or external clients/customers (e.g. public, state and local entities, stakeholders)?	YES	Pursuant to Section 8 of the AFGE/EPA Remote Work Article, employees must meet specific eligibility criteria to be considered a Remote Work-Ready Employee, including: "There will be no foreseen disruption to communication with internal or external clients/customers (e.g. public, state and local entities, stakeholders)" Your supervisor reports "INSERT HERE THE WORDS THE SUPERVISOR USED"
13	Would approving the remote work location cause any disruptions to customer service with any agency customers or stakeholders (e.g., public, states, industry)?	YES	Pursuant to Section 8 of the AFGE/EPA Remote Work Article, employees must meet specific eligibility criteria to be considered a Remote Work-Ready Employee, including: "There will be no foreseen disruption to customer service with any agency customers or stakeholders (e.g., public, states, industry);" Your supervisor reports "INSERT HERE THE WORDS THE SUPERVISOR USED"
14	Does the employee's position require in-person interface with management officials on a routine basis?	YES	Pursuant to Section 8 of the AFGE/EPA Remote Work Article, employees must meet specific eligibility criteria to be considered a Remote Work-Ready Employee, including: "The employee's position does not require in-person interface with management officials or other colleagues on any routine basis;" Your supervisor reports "INSERT HERE THE WORDS THE SUPERVISOR USED"
15	Does the employee's position require in-person interface with colleagues on a routine basis?	YES	Pursuant to Section 8 of the AFGE/EPA Remote Work Article, employees must meet specific eligibility criteria to be considered a Remote Work-Ready Employee, including: "The employee's position does not require in-person interface with management officials or other colleagues on any routine basis;" Your supervisor reports "INSERT HERE THE WORDS THE SUPERVISOR USED"
16	Does the employee have a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID-19 pandemic)?	NO	Pursuant to Section 8 of the AFGE/EPA Remote Work Article, employees must meet specific eligibility criteria to be considered a Remote Work-Ready Employee, including: "The employee has a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID-19 pandemic);" Your supervisor reports "INSERT HERE THE WORDS THE SUPERVISOR USED"
17	Are there any current or anticipated technological impediments to the employee performing their duties at least equally effective at the proposed work remote work location?	YES	Pursuant to Section 8 of the AFGE/EPA Remote Work Article, employees must meet specific eligibility criteria to be considered a Remote Work-Ready Employee, including: "Technology needed to perform duties is available and fully functional;" Your supervisor reports "INSERT HERE THE WORDS THE SUPERVISOR USED"
18	Is the employee a recent hire		
	Will training in any job duties be negatively impacted (delayed, less quality, etc.) by proposed remote application?	Yes	Pursuant to Section 8 of the AFGE/EPA Remote Work Article, employees must meet specific eligibility criteria to be considered a Remote Work-Ready Employee, including: "Tasks or work assignments can be performed at least equally effectively at the remote work location;" You are a new employee. Your supervisor reports "INSERT HERE THE WORDS THE SUPERVISOR USED"
19	Is this a supervisory position?	YES	Your position is a supervisory position. While training of new employees, mentoring, etc. can be performed remotely, when needed, it is not always equally effective.
20	Based on the criteria evaluated above, do you have any concerns regarding this remote work request?	Yes	Bud--unless it relates to one of the criteria in the negotiated article, the supervisors concerns should not disqualify the remote work application. If it relates to language in the negotiated article, please address consistent with other article criteria... The supervisor specifically indicated " . "